

PART 2027 - REPRODUCTION

Subpart B - Printing For Field Offices

§2027.51 Scope.

This subpart provides policy guidance for acquiring printing services for Field Offices.

§2027.52 [Reserved]

§2027.53 Authority.

The State Director is authorized to order printed materials (except state mortgage and deeds of trust) that are necessary for Rural Development programs.

§2027.54 Policy.

The Government Printing and Binding Regulations (published by the Joint Committee on Printing, Congress of the United States), RD Instruction 2006-A, and this subpart are used to describe the policies and procedures for the printing of materials necessary to conduct the Rural Development programs. (Revised 12-11-96, PN 270)

§2027.55 Definitions.

(a) Copying. Refers to the duplication or reproduction of an original work, or a facsimile of an original work, with the aid of a machine or device. Number of copies made generally provides the criteria for determining whether the reproduction process is to be considered printing. For instance, copying machines capable of reproducing more than 5,000 production units of any one page and 25,000 production units in the aggregate of multiple pages are classified as printing equipment.

(b) Printing. The term "printing" is based on the Joint Committee on Printing regulations and shall be construed to include and apply to the processes of composition, platemaking, presswork, binding, and microform, or the end items produced by such processes and equipment.

(c) Microform. A miniaturized image format for mass or general distribution used as a substitute for conventionally printed material,

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except microfilming of administrative records, accounting reports, and similar items. Microform duplicating is the production of up to 250 duplicates, or units from original microform; more than 250 duplicities constitutes printing and must be contracted through the Government Printing Office. One microform production unit is one roll of microfilm 100 feet in length or one microfiche.

(d) Production Unit. A single sheet, from 8-1/2 x 5-1/2 inches up to 8-1/2 x 11 inches, printed on one side only in one color of ink. A sheet within these dimensions printed on both sides or on one side in two colors of ink is two production units. Total number of production units is the product of the number of copies and the number of sheets within the dimensions which are printed in one or two colors. A page no larger than 8-1/2 x 5-1/2 inches is considered one-half of a production unit; an 8-1/2 x 3-2/3-inch page, one-third of a production unit; and an 8-1/2 x 2-3/4-inch page, one-fourth of a production unit.

§2027.56 Procurement.

(a) Obtain field printing from commercial printers according to established Agency procurement procedures, the U.S. Government Printing Office (GPO) Agency Procedural Handbook for Commercial Procurement of Printing Services and authorities as outlined in §2027.59 of this subpart.

(b) The printer must make an imprint of the name of the Department, name and location of the plant, and date of printing on all copies of work except letterheads and envelopes.

(1) Example: Agriculture - Stubbs Printing Co.,
San Juan, Puerto Rico; June 7, 1991.

(2) Include these imprint instructions on Form AD-838, "Purchase Order," or Standard Form (SF) 18, "Request for Quotations."

(3) Make sure that Government printing plant plate numbers do not show on sample copy you give to the printer.

(4) The printer must return all materials furnished, camera copy, negatives, etc., to the State Office.

(c) Form AD-838, prepared by State Offices, will show:

(1) The billing address code in item 8, the current fiscal year accounting classification number in item 29, and the mailing address of the State Office where the printer will send certified invoices in item 11.

§2027.56 (c) (Con.)

(2) The following certificate typed in item 14 of all copies except the original and signed by the State Director or Administrative Officer:

Field Printing Certificate

I hereby certify as the responsible officer in the field that the printing and/or binding described above was, in my opinion, urgent or necessary for use in the public service, to have done elsewhere other than in the District of Columbia for the exclusive use of a field office of this Department, and that the same is of the class and within the limitation specified in the current regulations of the Joint Committee on Printing.

(signature)

(title)

(d) The Standard Form 1, "Printing And Binding Requisition", is the basic form used to request printing, binding and related services from the GPO. Each office will establish its own requisition numbering system which must include the purchase order number from the AD-838.

(e) The State Director is not authorized to pay for business or calling cards to be used by employees who have regular contact with the general public. The purchase of business or calling cards is viewed as a personal expense which may not be paid for with appropriated funds. This rule is recognized in the Joint Committee on Printing's Printing and Binding Regulations, which state "Printing or engraving of calling or greeting cards is considered to be personal rather than official and shall not be done at Government expense."

§2027.57 [Reserved]

§2027.58 Contracts.

(a) State Offices may obtain a GPO Direct Deal term contract that provides printing services directly between the ordering office and the commercial vender(s). These contracts are created for offices in remote locations that require printing in short timeframes and on a recurring basis. Such needs must originate in, and be used in, the geographical area of origin. Printing done in field offices shall not be distributed nationally. Offices must be able to provide the National Office with a justification statement of need, and a complete description (including quantity and estimated cost) of the printing required before a term contract can be authorized.

RD Instruction 2027-B
§2057.58 (Con.)

(b) State Directors may enter into an agreement with other USDA agencies or the General Services Administration to procure such printing jobs as cards and envelopes. The reproduction of National forms is not allowed unless approved by the National Office.

§2027.59 The Joint Committee on Printing (JCP).

(a) The JCP requires that all Federal printing including composition and microfilming, must be procured through the GPO. State Directors are required to contact the nearest GPO facility to determine if GPO can print the job in the timeframe needed. If GPO cannot meet their need, State Directors are authorized to procure the printing locally provided the cost does not exceed \$1,000. Printing requirements costing more than \$1,000 must be procured through a GPO Regional Office or a waiver must be obtained from GPO to procure the printing from commercial sources. A written or a verbal waiver will be accepted by the JCP provided it contains a date and a waiver number. Printing procured from commercial sources must meet the following requirements:

- (1) It is not of a continuing repetitive nature,
- (2) It is not conducive to the establishment of an open-end, indefinite delivery, or quantity type contract, and
- (3) It cannot be ordered on an existing GPO contract.

(b) The above restrictions do not apply to duplicating or copying work unless the requirements exceed 5,000 units of one page or multiple pages to an aggregate total of 25,000 pages.

§2027.60 Reports.

All State Offices and the Finance Office shall submit two completed copies of the following printing report to GSS. Negative reports are not required. These reports do not apply to duplicating or copying.

(a) JCP Form No. 2, "Commercial Printing Report". This is a semiannual report covering all transactions concerning composition, printing, binding, and blank-book work which are procured directly from commercial sources and shall be reported to GSS not later than 30 days after the close of the October through March and April through September reporting periods. A report containing a procurement of printing costing more than \$1,000 must include a date and waiver number from GPO in the appropriate column, or use an asterisk in the waiver column and an appropriate footnote.

(b) Form AD-575, "Annual Report of Printing Procured Through GPO Regional Offices". This is an annual report that covers all printing procured from GPO Regional Offices. Include all work requested on SF-1, and on Form GPO 2511, "Print Order". Send the AD-575 to GSS not later than October 30 each year.

§2027.61 [Reserved]

§2027.62 Procurement, Puerto Rico.

(a) The State Director, Puerto Rico, is authorized to order materials printed in Spanish that are necessary for FmHA programs.

(b) The State Director is not authorized to order field printing costing over \$5,000 in a fiscal year without approval by the National Office. Obtain field printing from commercial printers according to established FmHA contracting procedures and authorities as outlined in §2027.59 of this subpart.

(c) The State Director must submit to GSS a quarterly field printing procurement report showing the total cost of all jobs. The blue copies of Form AD-838 must be attached. The JCP Form No. 2 may be used for this report.

§2027.63 [Reserved]

§2027.64 Samples.

Samples of each field printing job will be sent to GSS, when requested.

§§2027.65 - 2027.100 [Reserved]

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